

MANSCEN NONCOMMISSIONED OFFICERS ACADEMY
Military Police Advanced Noncommissioned Officers Course
Student Evaluation Plan

Table of Contents

1. General:

a. Purpose.....	2
b. Scope.....	2
c. Staff/Faculty/Command Responsibilities	2
d. Student Responsibilities.....	3
e. Chain of Command	4

2. Student Evaluation Procedures 4

3. Counseling 5

4. Examinations Procedures..... 5

5. Student Dismissals, Eliminations, Denial enrollments, Reenrollments and Absences

a. Dismissals	6
b. Eliminations	7
c. Denial of Enrollment.....	7
d. Reenrollment.....	9
e. Student Absences	9

6. Standards of Conduct 9

7. Awards Programs 10

8. **Annexes:**

a. Evaluations.....	A-1
b. Graduation Requirements	B-1
c. NCO Academy Student Elimination Procedures	C-1
d. Student Reclamas.....	D-1
e. DA Form 1059 Completion Procedures.....	E-1
f. Army Physical Fitness Test	F-1

MANSCEN NONCOMMISSIONED OFFICERS ACADEMY
Military Police Advanced Noncommissioned Officers Course
Student Evaluation Plan

1. General:

a. **Purpose:** The primary purpose of the Noncommissioned Officers Academy (NCOA) Student Evaluation Plan (SEP) is to inform Advanced Noncommissioned Officers Course (ANCOC) students of the requirements and procedures for course completion. It also informs ANCOC students of the methods used to evaluate them during the course.

b. **Scope:** This student evaluation plan applies to all personnel assigned to Military Police Advanced Noncommissioned Officers Course. The Course Chief has the responsibility for all students while assigned to the course.

c. **Staff/Faculty/Command Responsibilities:**

(1) The Commanding General of the US Army Maneuver and Support Center, and Fort Leonard Wood, (MANSCEN&FLW) is the General Courts-Martial convening authority for ANCOC students.

(2) The Fort Leonard Wood Garrison Commander is the Special Courts-Martial convening authority for ANCOC students.

(3) The Commander, 43 AG Battalion, Fort Leonard Wood is the Summary Courts-Martial convening authority for ANCOC students.

(4) The Commandant, Noncommissioned Officers Academy (CMDT, NCOA) provides command and control over ANCOC students.

(5) The First Sergeant will:

(a) Administer the weight control program, IAW AR 600-9.

(b) Administer the Army Physical Fitness Test (APFT), IAW AR 350-1 and FM 21-20.

(c) Provide professional development, counseling, and assistance to students as necessary.

(d) Supervise the activities of the noncommissioned officers assigned as small group leaders (SGLs).

(e) Exercise overall responsibility for the conduct, scheduling, and administration of

the Advanced Noncommissioned Officers Courses.

(f) Serve as the senior counselor and academic advisor to ANCOC students.

(g) Coordinate with, and make recommendations to, the Commandant, NCOA.

(6) The Senior Small Group Leader (SSGL) will:

(a) Be the primary training coordinators for training aids, devices, instructors, range, terrain and equipment for their respective class.

(b) Provide professional and personal development to Small Group Leaders and their students.

(c) Serve as the senior advisor and counselor for their respective classes.

(7) Small Group Leaders will:

(a) Counsel students regarding academic responsibilities and performance throughout the course.

(b) Are the primary trainers for ANCOC students.

(c) Evaluate student performance IAW the SEP.

(c) Make recommendations to 1SG regarding leaves, passes, and excused absences for assigned students.

(d) Make recommendations to the 1SG regarding legal and administrative actions concerning assigned ANCOC students.

(e) The duty SGL will be responsible for the day-to-day command, control and daily operation of the class.

d. Student Responsibilities:

Noncommissioned officers attending ANCOC are responsible for:

(1) Being properly prepared for class and completing all assignments, both in class and homework, on time.

(2) Meeting or exceeding all course graduation requirements as outlined in the SEP (see **ANNEX B**).

(3) Avoiding conduct, both on and off duty, which is immoral, illegal, unethical, or likely to bring discredit upon the Army.

(4) Understanding and complying with the guidelines set forth in the SEP, Academy SOP, and Fort Leonard Wood Regulations.

(5) Maintaining high standards of appearance, bearing, and professionalism.

(6) Passing the Army Physical Fitness Test (APFT).

e. Administrative and Academic Chain of Command

Students attending ANCOC operate under a single chain of command. The chain of command is responsible for:

(1) Individual issues involving medical, dental, personnel, finance, and travel.

(2) Student in /out-processing.

(3) UCMJ actions.

(4) Academic and non-academic student status review (SSR).

(5) Execution of the Advanced Noncommissioned Officers Courses IAW the approved Programs of Instruction (POI).

(6) Issues involving course instructors.

(7) Issues / problems concerning course content, scheduling, and classroom instruction.

(8) Ensuring students fully understand the course standards prior to the start of the ANCOC course.

2. Student Evaluations Procedures:

ANCOC students are evaluated in five primary areas during their respective courses. The results of the evaluations are reported IAW AR 623-1 and recorded on DA Form 1059. Mandatory comments on AERs are explained in AR 623-1. Detailed requirements for Small Group Leaders' completing the DA Form 1059 are listed in **ANNEX F**. Evaluated areas on the AER include:

a. Performance summary:

The NCOA student evaluation system is a process of assessing each student using the "Whole Soldier" concept. It is both an objective and subjective process arrived at by examinations, observations, comparison and analysis. It involves input from the First Sergeant, Senior and Small Group leaders and any instructors who teach a portion of the program of instruction. Performance oriented evaluation are based on a "GO/NO-GO" concept. A "GO" rating indicates that the student has demonstrated competency in the evaluated skill and has met the minimum established standard. Written examinations are graded on an academic average with 70% being the minimum score attainable to receive a GO.

b. Demonstrated abilities:

(1) **Written communication** – evaluation is based on in and out of class written assignments, Operations Orders, and other written assignments. All assignment are checked against the prescribe field manual or regulation. (i.e. FM 3.0, AR 25-50, and Webster's) **(Must receive a superior on your written AAR and Battalion OPORD)**

(2) **Oral communication** – evaluation is based on the overall assessment of the student will conducting/participating in Student-led instruction, both group and individual briefings, reciting the NCO Creed and student interaction with peers and superiors. **(Must receive a superior on military briefing and NCO Creed in order to receive an overall superior in communication)**

(3) **Leadership skills** - evaluated throughout the entire course, students will serve in a leadership position in both a garrison and field environment and evaluated on issuing, implementing and supervising your Operations Order. Any incidents in which a student receives a DA form 4856 for failing to meet the standards or general incidents of misconduct (i.e. late to formation, failing to prepare, failure to shave, chewing gum in formation) the student **no longer qualifies to compete for any Honors or awards**; a second incident requiring the issuance of a DA Fm 4856 will **disqualify the student from receiving a superior in leadership**. (see ANNEX A).

(4) **Contribution to group work** - based on the student's contribution to group work, **as compared to others students in their platoon** during the course. (i.e. serving as a peer instructor)

(5) **Evaluation of student research ability** - based on student's ability to effectively research material for student led instruction, written and oral presentations, and written exams. Student must have an academic average of 90% or better in order to receive a superior in this area.

c. See **ANNEX A** for specific evaluations to be conducted and the appropriate checklist to be used throughout the course.

3. Counseling Small group leaders are the primary counselors for ANCOC students. Each student will, as a minimum, be counseled by his/her SGL:

a. Reception and Integration counseling explaining academic and administrative responsibilities that the student will be required to achieve in order to successfully complete this course.

b. Performance counseling after he / she has served in a student leadership position both in field and garrison environments.

c. Performance counseling at the end of the course regarding their academic evaluation report ratings.

d. Event oriented counseling if a student fails to meet any requirements for graduation as outlined in the SEP.

e. Performance counseling, positive or negative deemed necessary by the Small Group Leader or other member(s) of the NCOA Chain of Command.

4. Examination Procedures:

a. Written and Performance Oriented Examinations will be administered by the appropriate instructor at the time, place, and date indicated on the approved training schedule.

b. Students will be provided with the result of their performance on exams and performance-oriented tests as soon as possible, usually the same day.

c. Examination after action reviews for students will be conducted as soon as possible after the exam is administered; preferably it will be immediately following each examination. These after action reviews are mandatory.

d. If a student fails to take an original examination, or retest at the prescribed time and place; **without an authorized absence, they will receive an automatic failure for that examination.** Only an excused absence or unforeseen emergency will be considered for waiver or rescheduling of the examination. The First Sergeant will be the determining factor of the validity of an emergency.

e. **Annex D** outlines procedures for student reclaims.

f. Examination failures and retests:

(1) Any student who fails to achieve a "GO" (70%) rating on any written examination will be counseled in writing by his / her SGL. Counseling should concentrate on the specific enabling learning objective (ELO) that the student failed to master. Retesting will be conducted on the next academic day. The retest will be an alternate version of the entire test, not just the ELOs the student missed. One retest may be administered after remedial training. Certain exceptional circumstances may arise during training that might require a second retest when extreme circumstances exist (TRADOC Reg 350-10).

(2) Instructors will be available to answer student questions regarding the concepts being evaluated and to assist the student to overcome academic shortcomings / weaknesses as indicated by a failed examination. Preparing for the retest is the student's responsibility (students failing examinations should also look to peer instruction and study groups as viable means of preparing for exam retests). If a student fails a retest he / she may, upon review by the NCOA Commandant, be dismissed from training for academic deficiency. Furthermore, the NCOA Commandant may release students who consistently require retesting for academic deficiency.

(3) MP ANCOC Small Group Leaders will use peer instructors to assist in providing remedial training, but overall supervision and technical assistance must come from a MP ANCOC Small Group Leaders. Performing as a peer instructor will be on a voluntary basis; and should not interfere with that students own study time.

g. Examinations administered to each course are listed in **ANNEX A**.

5. STUDENT DISMISSAL/ELIMINATION/DENIAL OF ENROLLMENT/REENROLLMENT AND STUDENT ABSENCES:

a. **Dismissal:** IAW AR 351-1, paragraph 1-10, the NCOA Commandant may dismiss soldiers from the course before course completion for other than academic reasons defined below:

(1) Students whose personal conduct is such that their continuation in the course is not appropriate. No formal adjudication of guilt by a military or civilian court or by a commander under the Uniformed Code of Military Justice (UCMJ) Article 15 is necessary to support a dismissal.

(2) Students who's academic progress, **demonstrated motivation, attitude, or conduct**, although not cause for formal disciplinary action, are categorized in one of the following areas:

(a) Prejudicial to the interest of other students in the class.

(b) Make it extremely unlikely the student can successfully meet the standards established for graduation.

(3) The following needs of the Army, regarding student dismissals will be adhered to:

(a) Adherence to basic Army policies and standards.

(b) Maintain adequate audit trails of important personnel actions.

(4) Students considered for dismissal will be notified immediately in writing of the proposed release. Students will acknowledge by means of written endorsement that they have received a counseling session and a dismissal notice. The endorsement will further indicate their intentions with regard to appeal.

(5) Students will continue in regularly scheduled classes during the appeal process, unless they are disruptive to training or display a lack of discipline.

b. **Student eliminations:** The NCOA Commandant will eliminate students from the MP ANCOC Course IAW AR 351-1 and TRADOC Reg 350-10. Students may be involuntarily eliminated from ANCOC prior to graduation for any of the following reasons:

(1) Discretionary:

(a) Violation of the UCMJ.

(b) Failure to meet Academic Standards.

(c) **Apathy and motivation.**

(d) **Violation of the Honor Code.** (See Academy Policy letter #00-03.)

(e) Failure of the Army Physical Fitness Test (APFT).

(2) NCOA students who fail to meet established academic criteria through two separate evaluations each followed by reinforcement training and reviewed by the NCOA Commandant may be dismissed for

academic deficiency.

(3) Actions by students who fail to maintain standards during the course may constitute an infraction of the UCMJ or may simply indicate a lack of motivation, aptitude or lack of discipline.

(4) Students whose actions during the training constitute a violation of the UCMJ may be:

(a) Suspended or dismissed from the course.

(b) Reported to the commander exercising court-martial authority.

(5) The SGL, SSGL or Course Chief will counsel students whose actions demonstrate a probable lack of motivation.

c. Denial of enrollment:

Reference AR 351-1 and DA PROFS MSG dated 03/09/95, SUBJECT: YDA WASHINGTON DC/DAMO-TR//: YR "APFT AND HEIGHT/WEIGHT REQUIREMENTS":

(1) Students reporting to the NCOA who do not meet height/weight standards will be denied enrollment. At that time the commandant will forward a memorandum to the first general officer in the student's chain of command addressing failure to maintain Army standards. The disposition of the soldier (depending on his/her status) will be as follows:

(a) TDY and Return: The student will be immediately returned to his / her unit of assignment. The NCOA Commandant will immediately send a memorandum to the student's unit commander, which addresses the denied enrollment. IAW AR 351-1, the unit commander will be responsible for initiating actions, which may include flagging and removing the student from DA selection lists and local Order of Merit Lists as applicable.

(b) TDY Enroute: The student will be attached to the installation pending clarification of assignment instructions for follow-on assignment. The NCOA Commandant will notify PERSCOM of the student's ineligibility for schooling and request clarification of assignment instructions. IAW AR 351-1, the gaining unit commander will be responsible for initiating actions which may include flagging and removing the student from DA selection lists and local OMLs as applicable.

(c) PCS: The NCOA Commandant will notify PERSCOM of the student's ineligibility for schooling and request assignment instructions. The soldier will be attached to the installation pending assignment instructions. The NCOA Commandant is responsible for initiating actions including flagging and removing the soldier from DA selection lists.

(2) Army National Guard.

(a) TDY and Return: All M-Day Title 32 AGR and Title 10 AGR soldiers will be returned to their home station. For M-Day and Title 32 AGR soldiers, the Commandant will forward a memorandum addressing enrollment denial to the Adjutant General of the State concerned. For Title 10 AGR soldiers, the Commandant will forward a memorandum to Chief, National Guard Bureau, ATTN: NGB-ART-T.

(b) TDY Enroute: Title 32 AGR soldiers will be immediately returned to their home station. The Commandant will forward a memorandum addressing enrollment denial to the Adjutant General of the

State concerned. ARNG Title 10 soldiers will be sent to their next permanent duty station. A memorandum will be forwarded to Chief, National Guard Bureau, ATTN: NGB-ARP-T.

(c) PCS: Title 32 soldiers will be returned immediately to home station. ARNG Title 10 soldiers will be attached to the Office of the Senior ARNG Advisor at the installation pending assignment instructions from NGB-ARP-T.

(3) U.S. Army Reserve Soldiers.

(a) TDY and Return: All soldiers will be returned to home station. For USAR Title 10 AGR soldiers, the Commandant will forward a memorandum addressing enrollment denial to Commander, ARPERCEN, ATTN: ARPC-ARE, and the first general officer in the soldier's chain of command. For USAR Troop Program Unit soldiers, the Commandant will forward a memorandum to the first general officer in the soldier's chain of command. For Individual Ready Reserve (IRR) and Individual Mobilization Augmentees (IMAs) a memorandum will be forwarded to the Commander, ARPERCEN, ARPC-EP (for enlisted).

(b) TDY Enroute: USAR Title 10 AGR soldiers will be sent to their next permanent duty station. Commandant will forward memorandum to Commander, ARPERCEN, ARPC-ARE and immediately notify soldier's gaining organization.

(c) PCS: The Commandant will immediately report to Commander, ARPERCEN, ARPC-ARE, as available for assignment. Soldiers will be attached to the Office of the Senior USAR Advisor at the installation pending receipt of assignment instructions.

d. Reenrollment:

IAW AR 351-1 and TRADOC Reg 350-10, the following guidelines apply to ANCOC student reenrollment based upon the reason for the initial elimination/dis-enrollment:

(1) ACADEMIC ELIMINATION: A student eliminated for academic deficiency may reenter the course when both the unit commander and the NCOA Commandant determine the student is prepared to successfully complete the course. The NCOA Commandant will notify the appropriate career management branch of the recommendation that the soldier be rescheduled for training. All students must start at the beginning of the course upon reenrollment.

(2) ANCOC NON-ACADEMIC: Soldiers eliminated from ANCOC for other than academic reasons may request reenrollment after a period of 1 year. Requests will be IAW AR 351-1, paragraph 5-29c(4)(c).

(3) ILLNESS: Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The NCOA will provide a written statement to the soldier's unit, stating the reason for termination, and the soldier will be eligible for reenrollment as soon as convenient.

e. Student Absences:

(1) The First Sergeant may grant emergency leave and absence for medical consultations.

(2) The First Sergeant will determine the most appropriate administrative format to cover legal

absences (pass, leave, permissive TDY, etc.).

(3) All hours that students miss will be tracked by their Small Group Leader, no student will miss more than **eight hours** of training without prior permission from the First Sergeant.

6. Standards of Conduct:

Students may be dismissed from the course prior to graduation for failure to maintain proper conduct and appearance standards during the course. This includes but is not limited to:

(1) Disciplinary reasons including **lateness to announced formations, classes, or any unexcused absences** from any training event.

(2) Lack of motivation as demonstrated by apathy, nonparticipation in class projects, unacceptable personal appearance and unsanitary habits.

(3) Violation of the UCMJ, EEO, SAP or actions conducted on/off post bringing discredit to the Armed Forces of the United States.

7. "SFC Jeanne M. Balcombe" Leadership Award.

a. A leadership board is convened during the final week of the course, in which the award recipient is selected.

b. Each small group will nominate a representative to appear in front of the board.

(1) This representative must have received a first time "GO" on **all leadership evaluations**.

(2) The student must also have demonstrated strong leadership abilities throughout the course; this will be determined by the Small Group Leader using **Developmental Leadership Evaluations** and other documents to support his / her decisions.

(3) The soldier must represent the "Total Soldier Concept," and receive a SUPERIOR rating in leadership on DA Form 1059.

(4) The nominee cannot have received **a negative counseling** for poor performance, conduct, and / or any other actions that brought discredit upon the course.

c. The members of the board will be:

(1) MP ANCOC First Sergeant (President)

(2) MP BNCOC First Sergeant

(3) Senior SGL from ANCOC

d. Board questions will be extracted from **any publication** that the student is issued while attending ANCOC.

e. A **total score** based on the following will select the winner of the “SFC Jeanne M. Balcombe Leadership Award”:

(1) Board results.

(2) Overall academic average.

(3) Converted APFT score. **(If a student is selected with a permanent profile, this category will be adjusted for all candidates.)**

g. The winner will receive special recognition during graduation, a plaque, a Certificate of Achievement from the NCOA Commandant, a Commandant’s Coin of Excellence.

8. SSG Joseph R. Bellavia Distinguished Honor Graduate Award

a. The student in the top 20% with highest overall grade point average and encompassing the whole soldier concept and meeting the below listed criteria will be selected as the Honor Graduate.

(1) Student must have an academic average of 90% or above.

(2) Student must receive a first time passing score on all written exams and a first time GO on all other performance exams.

(3) Student must have received no adverse counseling for misconduct and/or negligent, or derelict performance.

(4) Student must of receive superior on at least three ratings in block 14 of the DA From 1059 (one of which must be item 14c, Leadership Ability). **NOTE: Soldier with lower GPA, but with four superiors, ranks higher the one with three superior and so forth.**

b. The Honor Graduate will receive special recognition during graduation, a plaque, a Certificate of Achievement from the NCOA Commandant and a Commandant’s Coin of Excellence.

9. "Top 20%" Commandants List.

a. This rating will be limited to no more than **20% of each course CMF (B, D, E)**. In order to receive this rating students must:

(1) Receive a passing score on all INITIAL written examinations with an overall average of 90 percent or higher.

(2) Receive an INITIAL “GO” on all performance evaluations.

(3) Receive superior on at least three ratings in block 14 of the DA From 1059 (one of which must be item 14c, Leadership Ability). **NOTE: Soldier with lower GPA, but with four superiors, ranks higher the one with three superior and so forth.**

(4) Student cannot have received any derogatory counseling.

(5) Demonstrate the “Total Soldier Concept” and display superior performance throughout the course.

10. Physical Fitness incentive Program.

- a. This incentive program which awards any student who achieves a APFT score of 270 points with 90 points in each event; a Certificate of Achievement from the Commandant. Note: In order to receive the High Army Physical Fitness Award a student must have no negative counseling's.

ANNEX A

EVALUATIONS

1. Written:

ANCOC 31B

EXAM

GW 004

GW 008

LW 002

Staff and Tactical Operations Examination

Sustaining Operations Examination

Law Examination

ANCOC 31D

GW 004

IZ 002

Staff and Tactical Operations Examination

CID Operations Examination

ANCOC 31E

GW 004

CZ 008

CZ 002

Staff and Tactical Operations Examination

Internment Resettlement Examination

Correction Operations Examination

2. Performance

a. Students will be placed in situations that permit them to demonstrate their mastery of the tasks presented throughout the course.

b. As a minimum, student's performance will be evaluated on the following tasks:

(1) Leadership position in both the field and garrison environment.

(2) Student discussion leader

(3) Present an Oral Operation Order

(5) Write a written Operation Order

(6) Conduct Battle Tracking Operations

(7) Conduct a Military Briefing

(8) Conduct physical fitness training at the Platoon Level

(9) Recite the NCO Creed and demonstrate knowledge of **NCO history**

3. Developmental Leadership Assessment

- a. Small Group leaders will perform a Development Leadership Assessments (DLA) and counsel students with regards to their leadership strengths and weaknesses.
- b. Small Group leaders will use approved checklists to record their assessments and counseling sessions.

4. Peer Feedback

- a. Although not a graduation requirement, each student leader should always solicit peer feedback at the conclusion of any training activity. In the spirit of an AAR, the students should discuss how well they conducted the activity, how to make improvements and how well his/her actions were in conducting the activity.
- b. A peer evaluation will be completed at the end of the course where each student provides (1) positive and (1) negative aspect of their peer's leadership qualities within their small group.

ANNEX B

Graduation Requirements

Graduation is determined by a student's ability to successfully complete all course requirements as stated in this Student Evaluation Plan. To successfully complete the Military Police Advanced Noncommissioned Officers Course, the student must:

- a. Comply with Army weight control program.
- b. Pass all examinations with a minimum of 70 percent.
- c. Receive a "GO" on all performance-oriented evaluations.
- d. Maintain a minimum academic average of 70 percent throughout the course.
- e. Demonstrate leadership skills while assigned in leadership positions.
- f. Demonstrate communicative skills by receiving a "GO" on student led classes, NCO Creed and Military Briefing.
- g. Lead and participate in a formal physical fitness training program.
- h. Pass the APFT.

ANNEX C

NCO Academy student elimination procedures

1. **Reference:** AR 351-1, Army Training and Education, 9 April 2003.
2. **Purpose:** To establish procedures for the elimination of students enrolled in ANCOC Course of Instruction at the MANSCEN Noncommissioned Officers Academy.
3. **Cause:** A student may be involuntarily eliminated from ANCOC prior to graduation for any of the following reasons:
 - a. Violations of UCMJ.
 - b. Failure to meet academic standards.
 - c. Apathy and motivation.
 - d. Violations of the Honor Code.
 - e. Failure to pass the APFT on the second attempt.

4. Procedure

a. **General.** A student whose conduct or performance falls within one of the categories listed in paragraph 3 above will be given a determination of his/her continuation in the course. In the interest of the other students, as well as the NCOA, this determination will be made as quickly as possible. Once a student has been identified for elimination, the following procedures will apply:

(1) The student will be notified in writing of the proposed actions, basis for the action, consequence of disenrollment and rights to appeal (the appeal must be submitted within 2 working days after receipt of the written notification).

(2) The student will acknowledge in writing that counseling was held and that an elimination notice was received. The endorsement must indicate the student's intent with regard to appeal.

(3) Appeals for ANCOC students will be forwarded to the Commandant of the NCOA. The Commandant will refer the appeal to the appellate authority. The appeal must be reviewed by the Staff Judge Advocate (SJA) prior to the appellate authority's final action.

(4) Students who have elected to appeal will remain actively enrolled in the respective course until a final determination is made unless their presence is contrary to good order and discipline.

(5) Those students eliminated for any of the above reasons must meet the requirements outlined IAW AR 351-1 before readmission into the respective course.

ANNEX D

Student Reclama

1. **Purpose:** This policy establishes uniform procedures for grade reclama actions by students enrolled in all MANSCEN courses. This reclama policy will be integrated into all MANSCEN Student Evaluation Plans (SEPs).

2. **Procedure:** Reclama actions will occur only after test item analysis and the examination critique. A professionally conducted test item analysis and the critique can significantly reduce or eliminate reclama actions. The Small Group Leader (SGL) or instructor may be able to identify problem questions during test item analysis and request corrective action. The SGL or instructor uses the test item analysis to identify possible instructional omissions or other related problem areas. Critiques should resolve any mistakes or student questions. Other forms of scoring exceptions are discussed at the end of this chapter. For reclamation students must comply with the following procedures:

a. A reclama may be either typed or written and submitted to an SGL by a student or a class for any of the following reasons:

(1) The test question is not worded correctly (to include the situation).

(2) There are multiple or no correct answers.

(3) There is conflicting instruction or doctrine (e.g., two different instructors give different forms to record data and there is only one correct form, or the FM is different from the instruction and the instructor does not point out the difference).

b. All reclamation should clearly state the issue, justifying arguments and should clearly identify supporting documents (e.g., class handouts, regulations and/or other appropriate publications). The reclama must be submitted to the SGL or instructor within two academic days of the critique.

c. Upon receipt of the reclama, the SGL or instructor will:

(1) Obtain the exact text of the question(s) involved and attach the text to the reclama.

(2) Safeguard the reclama to ensure academic security.

(3) Research the issue.

(4) Review the reclama, add comments as appropriate, sign the document, and forward it through the Senior SGL to the First Sergeant.

d. The First Sergeant will review the reclama and related documents and recommend either approval or disapproval, sign the document.

e. A response within 72 hours will be provided by the First Sergeant and furnished to the student.

3. **Other Scoring Exceptions** Reclamation are only one form of scoring exception. The need for other scoring exceptions may be identified during test administration, test scoring, test analysis, or during critiques. The Chief, Test Branch, may approve scoring exceptions and initiate corrective action using the following criteria:

e. Verified omissions from lesson presentations (includes not in assigned reading) will normally result in affected questions not being scored.

f. Variances from school solutions may be granted individually, but only for those students who have supported positions in writing, citing specific references such as technical manuals or field manuals. Variances will not be granted under this paragraph when platform instruction is identified as being at variance with doctrinal publications.

g. The test item is invalid, inherently flawed, or does not meet TRADOC standards. The following guidelines apply:

(1) The test item is vague and has more than one correct answer when only one answer is required.

(2) The test item has been rendered invalid by doctrinal publications, changes, or classroom instruction.

(3) The test item format is incorrect.

h. When the Chief, Test Branch approves a scoring exception, the test item will be stricken from the test. The scores will be computed based on the number of remaining questions. The Chief, Test Branch will also initiate grade changes and test item revision procedures, if applicable.

ANNEX E
DA FORM 1059 COMPLETION PROCEDURES

1. Purpose

- a. To establish policy and guidance for the preparation and submission of evaluation reports for courses conducted at the MANSCEN Noncommissioned Officers Academy.
- b. To provide an overview of evaluation responsibilities and activities.

2. Policy

- a. All reports will be processed IAW AR 623-1 and the NCO Academy SOP.

(1) The following types of reports will be referred to students by the reviewing official for acknowledgement and comment.

- (a) Any report with a "NO" response.
- (b) Any report with an "UNSAT" rating.
- (c) Any report with a "Marginally Achieved Course Standards" response.
- (d) Any report with a "Failed to Achieve Course Standards" response.

(2) Any report with comments that, in the opinion of the reviewing official, are so derogatory that the report may have an adverse impact on the student's career.

b. The NCO Academy student evaluation system is both an objective and subjective process arrived at by examinations, observations, comparisons and analysis. It involves input from Small Group Leaders (SGLs) and instructors. SGLs have overall responsibility for compiling and reporting the total assessment on the AER (DA FM 1059).

c. NCO Academy grading is based on a "GO/NO-GO" concept. A "GO" rating indicates that the student demonstrated competency in the evaluated skill and met the established standards. A minimum score of 70% is required for a "GO" rating on all written and academic evaluations. Ratings require further clarification in the comment portion of evaluation form in the terms "Unsatisfactory," "Satisfactory," or "Superior," consistent with the evaluation categories on the AER.

d. The NCO Academy operates on the principle that every student's work is his/her own. Plagiarism in any form will not be tolerated. When SGLs/Instructors suspect that a student's work is plagiarized, they will report it to the Senior SGL who will then advise the Course Chief. The Course Chief will advise the Commandant. The Course Chief will conduct an inquiry and determine if the alleged plagiarism is factual. Verified cases of plagiarism will result in an "UNSAT" rating in the evaluated area and a comment on the AER of the individual concerned and/or a Student Status Review can be initiated for possible dismissal from the course.

4. Service School Academic Evaluation Report (DA Form 1059) Rating Guidelines

a. Block 13 - Performance Summary will be completed using the following guidelines.

(1) **"Exceeded Course Standards"**: This rating will be limited to no more than 20% of the total class. To receive this rating students must: **a)** Receive a passing score on all INITIAL written examinations with an overall average of 90 percent or higher; **b)** Receive an INITIAL "GO" on all performance evaluations; **c)** Receive superior on at least three ratings in block 14 of the DA Form 1059 (one of which must be item 14c, Leadership Ability); **d)** Student cannot have received any derogatory counseling; **e)** Demonstrate the "Total Soldier Concept" and display superior performance throughout the course. **f)** Pass the APFT on the initial attempt.

(2) **"Achieved Course Standards"**: To achieve course standards, the students must: **a)** Receive a FINAL passing score on all examinations; **b)** Receive no more than ONE final "NO GO" on the leadership performance evaluations; **c)** Receive at least a "SATISFACTORY" rating in each of the evaluated abilities listed in block 14 of the DA Form 1059; **d)** Receive no more than ONE negative counseling statements.

(3) **"Marginally Achieved Course Standards"**: The SGL gives this evaluation to students achieving only minimum acceptable course standards. A student will marginally achieve course standards if any of the following apply: **a)** Receives a FINAL "NO GO" on two or more performance evaluations; **b)** Receives no more than TWO negative counseling statements; **c)** Receives an "UNSATISFACTORY" rating in any area listed in block 14 of the DA Form 1059.

(4) **"Failed to Achieve Course Standards"**: The SGL gives this evaluation to students failing to meet minimum course standards. A student will fail to meet course standards if any of the following apply: **a)** Receives a FINAL "NO GO" on any two written examinations; **b)** Relieved from the course for disciplinary reasons or violations of the standards of conduct outlined in this SEP; **c)** Receives an "UNSATISFACTORY" rating in THREE or more areas in block 14 on the DA Form 1059; **d)** Fails to meet height and weight standards after enrollment. **e)** Failed to pass the APFT on the 2nd attempt.

b. Block 14 - Demonstrated abilities will be completed using the following guidelines.

(1) **Written communication.**

(a) The SGL evaluates the student's written communication ability based on the student's performance on the Army Writing Evaluation and on all other required written assignments.

(b) **SUPERIOR** - The student will receive a superior rating for completing all written assignments in a superior manner, as determined by the SGL. **(Must receive a superior on your decision memorandum and Battalion OPORD)**

(c) **SATISFACTORY** – The student will receive a satisfactory rating for meeting minimum requirements and satisfactorily completing all written assignments, as determined by the SGL.

(d) **UNSATISFACTORY** – The student will receive an unsatisfactory rating to students for failure to meet minimum course standards on any written assignment, as determined by the SGL.

(2) **Oral communication.**

(a) The SGL evaluates the student's overall speaking ability during the course. Speaking ability includes any oral communication, student led instruction, formal oral presentations, issuing orders and directives and student communications in the small group. **(Must receive a superior on military briefing in order to receive an overall superior in communication)**

(b) **SUPERIOR** – A student will receive a “SUPERIOR” rating for the following:

1. Must receive a “SUPERIOR” rating based on the cumulative average of the all student-led presentations conducted throughout the course.
2. Must receive a "SUPERIOR" rating based on the cumulative average on all formal oral presentations conducted throughout the course.
3. Must be able to execute impromptu or informal oral presentation.
4. Cannot receive an “UNSATISFACTORY” rating on any presentations conducted throughout the course.

(c) **SATISFACTORY** – A student will receive a “SATISFACTORY” for the following:

1. Must receive a "SATISFACTORY" rating based on the cumulative average of all student-led presentations conducted throughout the course.
2. Must receive a "SATISFACTORY" rating based on the cumulative average on all formal oral presentations conducted throughout the course.
3. Must be able to reasonably execute impromptu or informal oral presentation.
4. Must not receive more than one "UNSATISFACTORY" rating on any presentations conducted throughout the course.

(d) **UNSATISFACTORY** – A student will receive an “UNSATISFACTORY” for the following:

1. Must receive an "UNSATISFACTORY" rating on two or more of all student-led presentations conducted throughout the course.
2. Must receive an "UNSATISFACTORY" rating on two or more of all formal oral presentations conducted throughout the course.
3. If student receives two or more negative performance counseling's for poor oral communication skills (i.e. excessive use of profanity, distinctiveness, or voice control).

(3) **Leadership skills.**

(a) The SGL evaluates the student's leadership abilities during formal leadership evaluations for garrison and field leadership positions, physical fitness training, student led instruction and the APFT. In addition, the SGL evaluates the student's ability to influence others within the small group and class.

(b) **SUPERIOR** – A student will receive a “SUPERIOR” rating for the following:

1. Must receive a “GO” rating while serving in a leadership position.
2. Must receive a “GO” on all INITIAL performance/written evaluations
3. Must receive an overall “SUPERIOR” rating by the SGL.
4. Cannot receive any negative performance counseling for misconduct or derelict duty performance.

(c) **SATISFACTORY** – A students will receive a “SATISFACTORY” rating for the following:

1. Must receive a "GO" rating while serving in a leadership position
2. Receives one “NO GO” rating on any performance evaluation.
3. Must demonstrate the understanding of Be, Know, Do, IAW FM 22-100, Military Leadership.

(d) **UNSATISFACTORY** – A student will receive an “UNSATISFACTORY” rating for the following:

1. Must receive an “UNSATISFACTORY” rating while serving in a leadership position.
2. Receive two or more "NO GO" ratings on any performance evaluation.
3. Cannot receive more than two negative performance counseling for misconduct or derelict duty performance.
4. A negative counseling regarding apathy, poor attitude or failure to fully participate in training events will result in an automatic “UNSATISFACTORY” rating.

(4) **Contribution to group work.**

(a) The SGL evaluates the student's contribution to group work during the course.

(b) **SUPERIOR** – A student will receive a “SUPERIOR” rating for the following:

1. Must consistently enhance training by sharing experiences.
2. Cannot receive any negative performance counseling regarding class/group participation.
3. Contributes above and beyond that of fellow classmates.

(c) **SATISFACTORY** – A student will receive a “SATISFACTORY” rating for the following:

1. Can receive no more than ONE negative performance counseling for poor class participation (i.e. disruptive behavior or lack of participation).
2. Actively participated in classroom discussion.

(d) **UNSATISFACTORY** – A student will receive an “UNSATISFACTORY” rating for the following:

1. Received two or more negative performance counseling's for poor class participation (i.e. disruptive behavior, lack of participation, or failure to complete reading/homework assignments).

(5) **Research ability.**

(a) The SGL evaluates the student's ability to effectively research material for student led instruction and both written and oral presentations.

(b) **SUPERIOR** – A student may receive a “SUPERIOR” rating if he/she obtains a final grade point average (GPA) of 90.00 or higher and passes all initial written examinations.

(c) **SATISFACTORY** – A student may receive a “SATISFACTORY” rating if he/she obtains a final GPA of 70.00 – 89.99 percent.

(d) **UNSATISFACTORY** – A student will receive an “UNSATISFACTORY” rating if he/she fails an initial and subsequent retest on a written examination. Receives two or more negative counseling statements for failure to complete reading/homework assignments or failure to prepare for classes.

c. Student Release. Students released from the NCO Academy at any time during the course will receive a rating on DA Form 1059 as follows:

(1) Block 13 (Performance Summary).

(a) No requirement exists for marking blocks for students administratively dis-enrolled from the course.

(b) Students dismissed from the course with prejudice will receive "Failed to Achieve Course Standards."

(2) Block 14 (Demonstrated Abilities).

Evaluation is possible; dependent upon the time frame the student is released.

(3) Block 15 (Academic Potential).

Has the student demonstrated the academic potential for selection to higher-level schooling/training? This block is self-explanatory. This portion of the evaluation strictly addresses the student's academic potential for other schooling/training. A rating of "NO" constitutes a referred report and comments must be specific and fully explained in block 16. Use "N/A" only if the evaluation is not possible, which is dependent upon the time frame the student is released.

(4) Block 16 (Comments).

(a) A statement explaining the reason for student's release.

(b) A statement that item 14 does not apply to the report (except in cases of academic failure, where comments must support the unsatisfactory ratings in item 14).

d. Commandant's Inquiry:

(1) The Commandant will make an inquiry when it is brought to his or her attention that a report may be illegal, unjust, or otherwise in violation of AR 623-1.

(2) In making such an inquiry, the Commandant will adhere to the procedures outlined in AR 623-205, Para 2-18.

e. Academic Report Appeals: These appeal procedures are outlined in AR 623-205.

ANNEX F

ARMY PHYSICAL FITNESS TEST

1. Purpose

- a. To establish policy and guidance for the administration of the Army Physical Fitness test (APFT).
- b. To provide an overview of responsibilities and activities involved with the APFT.

2. Policy

a. All soldiers reporting MP ANCOC will receive an APFT no early than the second week of training. All soldiers will take the standard three-event (FM 21-20) test unless prevented by profile. Profiles will be administered alternate events within the confines of the profiles.

b. Failure in any event will result in a retest. The retest will be given no earlier than 7 days from the initial test. Soldiers will re-take the entire APFT, regardless of the event failed during the initial attempt.

c. Passing the APFT is a graduation requirement. Failure to pass the APFT on the second attempt will result in the student's referral to the First Sergeant for possible elimination for "Failing to meet course standards."

3. Procedures

a. The First Sergeant, Senior Small Group Leader and Small Group Leaders will administer the APFT.

- (1) First Sergeant - OIC
- (2) SSGL - NCOIC
- (3) SGL - Graders

b. The APFT will be administered IAW FM 21-20 and AR 350-1.

c. The location of the APFT is determined by availability.

e. Students will have the option to use a mat for the push-up and sit-up event.